OC HMIS January User Meeting Webinar Minutes
1/9/19

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Individuals Coordinated Entry System Update – Erin

● VI-SPDAT for individuals will continue to be completed using the Google Form on the 211oc.org website for now.
● 211OC will continue to create log-ins and provide any technical support needed to access the Google Form.
● Any other issues (ie. questions regarding policies, process, matching, data, etc.) should be directed to CoordinatedEntry@occr.ocgov.com.

New Knowledge Base Articles - Casey

● Running and Saving an OC Clarity System Report
● APR: Chronic Homeless Status for Children

New Agency and Program Setup Forms - Casey

● A new and improved digital form is now available for submitting agency and project setups to the HMIS Help Desk.
● You can find the form in the same location as the old PDF version on the Documents page on ochmis.org.
● Simply complete the form and click Submit to send your setup information to the HMIS Help Desk.
● We will receive a notification that you have completed the form, and we will contact you as soon as setup is completed or if we have any questions for you.
● If you have any questions, please submit a ticket to the HMIS Help Desk.
HIC/PIT Update – Elizabeth

- Check out the OCHMIS website for a list of [important HIC/PIT Dates](#).
- On 12/27 [corrections](#) were sent out that are **due this Friday, January 11th**
  - The corrections included correcting incorrect children-only households in projects that do not serve children-only households, and filling in missing data for fields that will be used to create the PIT unique identifier that will de-duplicate clients between the sheltered and unsheltered PIT counts
  - If your agency did not receive a file, you have no errors!
  - You do not need to inform us that you have completed these corrections
  - However, everyone is encouraged to complete all corrections as this will benefit you in ensuring your final PIT submission is complete and accurate
  - Check the [Recent Emails section](#) of our website for details including how to check your Clarity messages for your corrections file (if you have one) and steps to take to fix the errors

- **Training webinar** will be held **Monday, January 14th from 10-12pm**
  - Join by clicking the link on the date and time of the webinar
  - The webinar will cover changes to the HIC/PIT process for this year, guidance for filling out forms, and answer questions you may have
  - Recording will be available [on our website](#) on the 2019 HIC and Sheltered PIT page

- **Tuesday, Jan 22nd - Day of Sheltered PIT Count and Housing Inventory Count (HIC)**
  - Collect client-level PIT data
  - This data will be collected in a spreadsheet if your project does not participate in HMIS or be entered directly into HMIS for participating projects
  - All info for your HIC and PIT submissions must be as of this date

- **Friday, Jan 25th - Sheltered PIT and HIC submission due**
  - HIC and PIT Submissions due to 2-1-1 OC
  - Your *final* PIT submission! This is why the PIT corrections come in handy.
  - Still time to revise the HIC after submission, and we will have open office revisions sessions later for anyone needing assistance finalizing their HIC
  - Submit your data to us through Dropbox, we will send you a link to your agency’s folder.
  - We are doing Dropbox submission this year because of the client-level data submission

- **Friday, Jan 25th - All PIT Data through Jan 22nd should be entered into HMIS!**

Looker Rename or Delete - Elizabeth

- Agency Administrators can create and save Looks (custom reports) using the Data Analysis tab on the Reports Main Page
- However, AA’s cannot rename or delete their saved looks because this is not currently a feature available in Clarity
- We have submitted a ticket to BitFocus regarding this issue, and it has been passed on to the BitFocus Future Enhancement Team, but is not guaranteed to be added as a feature
- In the meantime, please contact the Help Desk if you wish to rename or delete your Looks!
- Let us know which Looks you want to delete, and if you want to rename a Look, make note of the new
Transitional Housing PPR - Adriana

- This month at the Data and Performance Management Committee meeting, we will be reviewing Performance Data for Transitional Housing (TH) projects
- All TH providers are invited to the meeting to share ideas on how to improve their performance on each measure, as well as thoughts on the measures’ thresholds
- The Data and Performance meeting for this month will be on Thursday January 10th from 1:30 to 3:00 in the CASA Training Room

CoC Board Report Overview - Adriana

- The CoC Board Reports presented at the previous months’ Data Meetings are available on the Report page of the OC HMIS website
- There are individual links to open each monthly and quarterly reports
- The CoC Board Report Narrative include a detailed explanation of each measure, and the way in which each measure is calculated

HMIS Training Videos - Mai

- Check out the OC HMIS YouTube channel!
- Available Training Videos:
  - Logging in for the first time
  - Adding a new client
  - Removing a client from a household
  - Adding services
  - Client notes and public alerts
  - Ochmis.org tour
  - Adding a client to a household
  - Enrolling clients in a project
  - Attendance page
  - Case Notes
  - Annual and Status assessments
  - Exiting clients from a program

Future Meeting Information

Next month’s meeting date and time: Webinar on Wednesday February 6th, 2018, from 10-11AM. No RSVP or registration is required. Click this link to join the meeting on February 6th.
All User Meeting webinar recordings and meeting minutes are available on our website!

Have an idea for a future agenda item? Submit a ticket via the HMIS Help Desk using the “HMIS – Users and Trainings” category with your ideas.